



Scholarship Program Associate

FLSA Classification: Non-Exempt
Reports to: Scholarship Program Officer
Salary range, DOE: \$60,000-\$70,000

JOB DESCRIPTION

Position Summary

The Scholarship Program Associate plays a crucial role in the administration and advancement of the MSHF scholarship program. Their primary role is to support the entire lifecycle of the scholarship process. The Associate supports the development and execution of application, selection, and award processes, and collaborates with educational institutions and stakeholders to further the Foundation's mission. They are passionate about helping students fulfill their dreams of earning a college degree.

Essential Duties and Responsibilities

Leadership & Program Management

- Collaborate with Scholarship staff to set strategic goals for the MSHF scholarship program.
- Oversee the scholarship intake and payment process.
- First point of contact to all scholarship inquiries.
- Manage all scholar's data and files in the scholarship/grantmaking system.
- Oversee in the day-to-day implementation of the MSHF scholarship program.

Administration & Applicant Support

- Monitor, log, and maintain all incoming application materials. Verify the information provided by contacting scholars.
- Conduct the initial review of Academic, Vocational, and Professional Development scholarship applications for compliance with scholarship guidelines and recommend for further review.
- Review scholarship applications and award processes in collaboration with grants management.
- Update the scholarship calendar and timeline of projects.
- Address and respond to applicant questions and concerns about the application process.

Stakeholder & External Relations



- Build and maintain relationships with training providers, higher education, high schools, grantees, and other key stakeholders.
- Maintain an understanding of the higher education system and its impact on the MSHF scholarship recipients.
- Advance personal and professional growth in cultural competency.

Other Duties

- Engage in the assessment of scholarship programs' effectiveness and recommend improvements or enhancements.
- Contribute to the refinement of processes to maximize the impact of scholarship programs.
- Undertake special projects and duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Excellent written and oral communication skills, sensitive to diplomacy required in communicating with a broad and diverse audience.
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff.
- Advanced program management skills, including an ability to coordinate logistics and communications for complex programs and events in collaboration with community partners.
- Ability to work collaboratively and as a member of a team with internal and external contacts while working to achieve collective outcomes.
- Ability to occasionally adjust work schedule, work overtime, and work evening/weekend hours as needed.

Education & Experience

- Bachelor's degree required or minimum three to five years of administrative experience.
- Knowledge and experience working with a Customer Relationship Management (CRM) system.
- Literacy in Microsoft office suite.
- Literacy in database management systems, standard office communications systems, copiers, and other office equipment.

Work location: Wasilla, Alaska



Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands: Employee will be spending considerable time at a desk using a computer terminal and using a personal vehicle to travel to various locations in the community.

Travel: Incremental travel in and out of state may be required.

EEO statement: Mat-Su Health Foundation is an equal opportunity employer.